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Overview:

Single Sign-on for Web Systems (SSWS) is a portal through which school division personnel may access many of the Virginia Department of Education data collection processes and other applications. It is intended to provide a simple, secure, and reliable environment for access to all of the different types of education information managed by the divisions. SSWS, as the name implies, allows each user access to many different data collection processes as well as other applications with one single user id and password. Security and access to data is maintained at the user id level so that each user only has access to their information, and to only those applications that they need to use. User account security is maintained by the use of a password that is only known to the user.

The local SSWS Account Manager in each division is assigned the duties of maintaining the user accounts and granting access to applications. They must establish a user account for each person needing access, and grant each user in their division permission for access to each required application. Before a user can perform any work within SSWS, they must first be setup by their Account Manager and granted access to any required application modules.

Software / Hardware Requirements:


Standard office desktop computer equipment with an Internet connection is required, as is a browser such as Internet Explorer, Netscape, or Firefox. The SSWS menu and security modules have been converted for compliance with the Virginia Information Technology Accessibility Standard (GOV 103-00), the State Web Site Standard (GOV 106-00), and the VDOE Web Standard. In the near future each managed application will also be converted to these standards.

SSWS is designed to be best viewed using the full screen at a resolution of 1024 X 768 and Medium Text Size. It will operate correctly however at any higher resolution and smaller text size selected by the user.

Standard Look and Feel

The State Web Site Standard and VDOE Web Standard, referenced above, determine the look and feel of all web pages. They provide for the general navigation, colors, fonts, logos, and general layout features of compliant VDOE web pages.

The “Top Navigation” black bar provides links to the Commonwealth of Virginia Web site, the Governor’s Web site, the VDOE Web page Index, and VDOE contact link. The VDOE logo area is common and provides the user assurance that they are on a VDOE web page. The logo area also provides a standard search method to allow users to search for subjects on the VDOE site. A second black bar below the logo area provides the user with a “Bread Crumb” navigation method. The

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Bread Crumb will provide the user a context trail of where they are on the VDOE web site. In SSWS it also provides the active link to allow the user to always go back to SSWS Home and a reminder of which application they are accessing at any given time. The “Left Navigation” menu provides all users a VDOE standard list of links to various areas of the VDOE web site. The center portion of each page, below the Bread Crumb bar, is the application pallet or main Content Area of the page. The content area is framed on the top and bottom with a standard title bar identifying the content area on top and quick navigation links on the bottom to jump to the Top of Page or Top of Content Area. Lastly, the “Right Navigation” menu area is application or page specific and is used to navigate within the context of each application or content area.


The SSWS Right Navigation menu is divided into three sections, the top portion has standard links always available to users, the middle section is application specific used for navigation options within each application, and the bottom section provides information about the user and context sensitive contact information for the application currently being accessed.

The top of the Right Navigation menu are common SSWS links available at all times to the user. There are six links, SSWS Instructions, Contact List, Applications Contact Info, Change Password, Change E-Mail, and Dropbox. The first three links provide users with information, the next two allow the user to modify their SSWS account, and the last one allows users to transfer sensitive information between users.

The SSWS Instructions link displays this document in an Adobe Acrobat format. The Contact List link activates an application that allows the user to view the contact information for all school divisions. The user will be able to select the application for which contacts are to be listed, and the output format to be generated. The Applications Contact Info link will provide the user with an Adobe Acrobat report of all of their applications, and the contact information of both their local and VDOE contact.

The middle of the Right Navigation menu is specific to each application accessed under SSWS. A title bar of “Application Menu” will indicate the start of this section. Each application has specific requirements and functions so the links displayed in each menu will be different. In some cases, more menu items need to be displayed than is allowed by the standard, so sub-menus will be used. Sub-menus will have a main entry point on the application navigation menu and pop-up when the user moves their mouse over the item.

The bottom of the Right Navigation menu is the context sensitive contact information area. The area is sub-divided into several sections, User Information, Local Application Contact, VDOE Application Contact, Local SSWS Administrator, Local Backup SSWS Administrator, and VDOE SSWS Administrator. The local and VDOE application contact information will change as the user moves from application to application, and will be blank when a local contact has not been established. Each contact section will identify the person assigned the duties of supporting the application, along with their phone number, and a link to email the contact. The user information section will identify the logon user id, name of the user, the appropriate school division name and, if applicable, the school name.

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The content area of the SSWS Home page will be identified as “SSWS Application Selection” in the title bar. The purpose of the page is to provide the user their menu of SSWS applications. From this page they can access all applications that they are authorized to use. Each item on the menu will be an active link of the common name for the application along with its acronym, if it has one, and the description of the application’s function. The user will use this menu to navigate to all applications, and return to this home page when moving between applications.

Also provided in the content area, just above the identification bar, is the “Logout” link. This link is used whenever the user has finished all of their work within SSWS. Clicking on the Logout link terminates the user’s session and returns them to the Login page. Users will automatically be logged out after 20 minutes of inactivity or closing their browser.

Test System Notification:

The SSWS computer environment is divided into two areas, Production and Test. All new systems and changed applications must perform well in the Test environment before being implemented in Production and opened up to all school division users. To perform these tests as realistically as possible, select VDOE and school division users have volunteered to exercise the system and have received instructions on accessing the Test System. To help them remember they are accessing the Test system and not Production, the following notification will be displayed in the main content area just above the Menu Selection title bar:

WARNING! Not connected to the production database! Changes may be lost!


This is a testing system to be used for testing purposes only. Data entered into or updated in this system is not regarded as production data and may be overwritten or deleted at any time. Click [here](#) to go to the production system.

If the user notices the above warning, and does not intend to perform a system test, they should click on the link provided to navigate to the Production system. As the warning indicates, all work performed on the Test system will be lost and cannot be considered as official state data.

If the above notification is not displayed on the SSWS Home page, the user is accessing the Production system and should continue on with official work. If however, they are trying to conduct a test and do not see the above warning, they should connect to the Test environment as per their test instructions.

Accessing SSWS:

From a WEB browser, enter the Web address (URL) for SSWS: **<https://p1pe.doe.virginia.gov/ssws>**

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The system will connect to the VDOE Web server through a secure connection. Before access is granted the user must first be identified. The system will display the SSWS Login page requesting the User Name and Password. The user name is the user id established for the user by the SSWS Account Manager. The password will have been communicated via e-mail or is one that the user selected. Enter the requested information and click on the “Login” button. Note the notification of user access responsibilities under the Notice and Warning heading.

If the user id and password were not entered correctly a red error message will be displayed, indicating that either the user id or password entered was not correct. Please note that user id’s and passwords are case sensitive, make sure the correct case is used when typing the entries. Also please note that 3 failed login attempts will lock the account and the local SSWS Account Manager must be contacted to unlock it for continued access.

After successfully logging in, the SSWS Home page will appear. The “menu” in the center of the page will display the applications authorized for access. The user must speak with the local SSWS Account Manager if there is an application that should appear on the list but does not. The Account Manager should be able to resolve the problem.

Forgotten Password:


Before the account is locked (three unsuccessful attempts) the user can request a password change. When the user is unable to login but is using the correct user id, the password may have been forgotten. A new password can be assigned by clicking on the “I Forgot My Password” link. This action will require the entry of the user id, and the e-mail address established for the id within SSWS. Once all of the information has been correctly entered and verified, an automatic e-mail will be sent with a new temporary password. The user will be able to use that password one time to access SSWS.

Temporary Passwords:

Any time the system generates a password for a user account, such as a forgotten password, or Account Manager Password reset, it will be considered a temporary password. Temporary passwords are only valid for one login to SSWS and the user will be required to change it at the first successful login. It is suggested that the user “Copy” the temporary password from the email and “Paste” it in the appropriate entry field to minimize typographical errors.

Required Password Change:

Periodically users are required to change their password. At login time, if the time period from the last password change has exceeded the limit, the user will be prompted to enter a new password. It

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cannot be the same as the current or previously used password. A system message is presented to indicate if the new password was accepted or the user needs to try again.

E-mail Address:

An e-mail address is required by SSWS for the communication of important information. It should be one that is only accessible by the user, and can be a local, state, or personal account. This account will be used any time the accounts password is automatically changed, or if any other account information is changed. If an e-mail address has not been identified for the account, a prompt will be presented at login requesting the entry of the information. It is very important that the address entered is correct; the automated processes will use it to communicate with account user. Because accuracy of the data is so important, the user is required to enter the address twice. This is done to insure that there are no typing errors.

If a user has not logged in for some time, has forgotten their password, and has not established an e-mail address; they will need to contact their local SSWS Account Manager. The Account Manager will establish an e-mail address for the account and reset the password. The user will then need to read the automatically generated e-mail to learn the password and login to their SSWS account.


User Password and E-mail Change:

Each user has the ability to change their password when desired. They can also change their e-mail address as needed. Both of these functions are links on the Right Navigation menu of SSWS. It is recommended that the user change their password whenever they feel that another user has discovered it. The e-mail address must be changed any time the user changes e-mail services or is given a new address.

Data File Transfer (Dropbox):

Many times users have the requirement to send sensitive information via data files to another organization. The SSWS Dropbox function provides a “secure File Transfer Protocol (FTP)” style function for that purpose.

Dropbox is for the communication of data for official DOE business only. The transfer of files containing non-sensitive information may continue to be handled as attachment to e-mail. There is no limitation on the type of file that can be sent via the Dropbox and no scan is made of the content. It is the responsibility of the sender and the receiver(s) to insure that computer viruses or other unauthorized content are not sent through the system.

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The limitations of the Dropbox function are:

- Only people with an active SSWS account may send/receive files
- A file may only be sent to at most 2 other SSWS users at a time
- File size limit is 50mb
- Files are only retained for a maximum of 6 calendar days or less if deleted by the receiver(s)
- Files cannot be retrieved once deleted

Please refer to the user instruction on the Dropbox home page for detailed instructions.